



COOMERA
ANGLICAN
COLLEGE



COOMERA ANGLICAN COLLEGE HANDBOOK

Section 4 Behaviour and Discipline

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Discipline - Raise Responsibility System

Our philosophy reflects the purpose of Coomera Anglican College - *Inspire excellence in teaching, learning service and faith*. We endeavour to uphold Christian principles and values so as to provide a safe, friendly and cooperative environment. Well established procedures and natural justice, with the opportunity to reflect upon, and learn from inappropriate behaviour, will form the cornerstone of our approach to discipline. Our College looks to provide quality practices in curriculum, educational management and the development of healthy relationships.

Our College respects the basic values of the home and promotes socially acceptable behaviour based on the fundamental principles of the right to learn/teach without disruption; care and consideration for each other; care of the environment and property and the right to feel valued and safe at all times.

Ultimately, Coomera Anglican College believes that students are responsible for their own behaviour. The Raise Responsibility System adopted by our College, aims to foster independence and responsibility of students through this approach. The Coomera Anglican College approach to discipline, outlines various steps through which a student progresses, depending on the type of misbehaviour.

The Raise Responsibility system has been developed by Dr Marvin Marshall, a teacher, counsellor, school leader, author and international speaker. It is based on the knowledge that people learn best in a positive environment. In this approach, teachers use positive classroom management strategies based on establishing routines, practising procedures and explaining the reason for those expectations. Students are asked to acknowledge any unacceptable behaviour and reflect on what they did; what they can do to prevent it happening again and what they will do in the future. More information about the system is available from Dr Marshall's website: MarvinMarshall.com

Communication with parents is always made when a student's behaviour indicates that this is necessary. Parents are requested to inform the Class Teacher (Primary) or Pastoral Care Teacher/Head of Year (Secondary) when a student's College work or behaviour might be affected in some way by circumstances not known to the College. (eg: serious illness or other family disruption). (Refer to the Code of Conduct section).

Our ethos is based on Christian Values. "Treat others as you wish to be treated" (the 'Golden Rule') is the underlying principle for our approach to discipline.

The approach relies on:

- Consistency
- Impartiality
- Respect for reason, evidence, and truth



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Values

The College values include commitment to:

- Equality of treatment. Clear rules that uphold our values and protect our rights
- Self respect and a realistic sense of self
- Self discipline and responsibility
- Pride and effort
- Consideration of others at all times
- Christian virtue; acknowledging our heritage - the Anglican Church

Code of Conduct

Being enrolled at Coomera Anglican College clearly indicates a student's acceptance of the Code of Conduct and the consequences of infringement. The Code is mandatory for **all** students in the College.

- Each student is expected to demonstrate a commitment to learning which is of course, the primary goal of the College. Every student must, to the best of their ability, take responsibility for their own learning. This involves full participation in all classes and full cooperation with teachers, other College staff, parents, coaches or visitors
- Both inside and outside the classroom, students must display respect for the rights of others. This includes demonstrating mutual respect and tolerance for other students, teachers, other College staff, parents, coaches and the wider community. This also includes respecting the property of others and that of the College
- Students have the right to learn without distraction and interference from others
- All set homework tasks and assessment tasks are to be completed to the best of the student's ability. Where problems occur in completing tasks, students should see their Class, Subject or Pastoral Care teacher as soon as is practicable. Parents/guardians should note any causes for concern in the Student Diary
- The College uniform is to be worn at all times designated, and as detailed in uniform lists and the College Handbook. Full day uniform is to be worn to and from the College unless otherwise stated. The Uniform Code will be updated from time to time but at all times students will acknowledge the need to wear their uniform as requested by staff. Students who breach the Uniform Code may be required to:
 - Contact home in order to meet the College's uniform requirements
 - Return home to acquire the correct items of uniform
 - Remain in isolation, withdrawn from classes, until the correct uniform is obtained
 - For repeated offences, students may face other consequences, such as detention



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- When students are on excursions, camps, exchanges, sporting or music tours etc, they must still abide by the College Code of Conduct, as well as the Code of Conduct specific to those excursions or activities
- Students who undertake instrumental lessons, cocurricular activities such as dance, and students in Years 4 - 12 who take part in APS fixtures, must attend set training or rehearsals. Commitments to these activities must be honoured. If students are unable to attend, a note from the parent/guardian is to be submitted to the supervising teacher. Each cocurricular activity may have specific rules of conduct or expectations, to which the students must adhere. These may include safety regulations or uniform and/or equipment requirements (eg: mouthguards)
- Student who are members of outside clubs or teams, are obliged to meet their training obligation to the College as their first priority
- It is not acceptable for 'transport difficulties' to prevent students from attending training on a regular basis. A commitment to APS training on designated afternoons is a condition of enrolment at the College

All student drivers are required to abide by the College Student Drivers Policy – and application for permission to drive to and from College is seen as making a commitment to abide by this policy.

College Student Driver's Policy

Policy Aim:

This policy aims to provide policy and procedures regarding students who drive a vehicle, or are driven by another student to College. Driving to and from the College is considered a privilege, not a right. Students are expected to adhere to the policy.

Policy Rationale:

Students need protection from their environment, from others and from themselves. Reasonable steps should be taken to guard against foreseeable conduct on the part of students that may result in harm to themselves or others. Students will generally be inexperienced car drivers and their right to drive to College needs to be given in a controlled manner.

Policy:

All students wishing to drive to and from the College must first submit a ***Student Driver Request and Permission*** form to the Student Services reception. This form requires the following details:

- Driver's name
- Vehicle make/model
- Vehicle registration number
- Permission from the driver's parent/guardian to drive to/from College
- Passengers (if applicable)
- Permission from driver's parent/guardian to carry another student(s) as passenger(s) to/from College



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- Permission from passenger's parent/guardian to authorise student travelling as passenger with a student driver to/from College for travel other than to and from the College, ie. after College sport, written permission from both driver's parent/guardian and passenger's parent/guardian must be obtained. This request must be submitted to Student Services by 8:30am on the day of event for approval by the Deputy Principal.

It should be clearly understood that permission to drive does not include driving to and from APS sport training venues, APS fixtures, College camps or excursions. Student drivers are required to travel on the buses provided by the College to all 'off-campus' College activities.

Parking:

- Student drivers must park in the student carpark located on the Abraham Road side of the Secondary Rugby Oval. Students are not permitted to park in the Rod Lane Sports Centre car park.

Students are also not permitted to park outside the College grounds in adjacent streets.

Passengers:

Other students (including siblings) may not travel with a student driver unless the ***Passenger Request and Permission*** form has been completed, signed by a parent of both the driver and the passenger(s), handed in to Student Reception - and approved by the Principal / Deputy Principal.

Indemnity: The College does not accept responsibility for vehicles parked on College grounds. All vehicles are parked on College grounds at their own risk.

Related Documentation:

Driving Permission / Passenger Permission forms are available from Student Services reception.

- No student is to drive to the College or to and from College events without written permission of parents/guardians. Students who do drive must abide by the College regulations and the road rules in and around the College. As well, they are not to park on the verge of the roadways or in parking bays designated for staff. Students may not carry other students as passengers without written consent from both sets of parents. **This permission request must be forwarded to the Deputy Principal for approval.** Permission Forms are available from the Student Services Office. Students are not to access or move their car during school hours, leave the College during school hours or allow other students to drive their car
- Students must not leave the College grounds during College activities (including lessons, sport training, music lessons, rehearsals, performances, etc) unless they have permission of the Principal or the Principal's delegate
- Students arriving late must be signed in at Primary Reception or Student Services (Secondary Campus), by the adult responsible for the student



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- Students leaving the College before the end of the College day must also report to the relevant Administration Office to sign out. In the case of Primary and Junior Secondary students, parents must sign their child out. Any person who is collecting a student from the College during normal school hours (8.30am - 3.10pm) will be asked to provide some form of identification
- The College must be notified each day that a student is absent and a note from a parent/guardian explaining the absence must be submitted to the Class or Pastoral Care teacher upon return
- There are certain non-negotiable behaviours which, if breached, may be dealt with by a designated member of the College Leadership Team, the Deputy Principal or the Principal. Where the law has been broken, police will be notified.

These non-negotiable behaviours include, but are not restricted to:

- Possession, use, purchasing or selling of an illegal substance
- Possession, use, purchasing or selling of legal substances including alcohol, cigarettes, and prescription and over the counter analgesics without authorisation
- Physical Violence, verbal abuse and possession or production of inappropriate written or visual material
- Swearing and offensive language of an ongoing or persistent nature
- All forms of discrimination and harassment (eg: sexual, religious, racial, disability)
- Misbehaviour on buses or other public transport
- Truancy. All students of the College must attend on all days the College is in session unless the Principal or their delegate has granted leave, or the parent/guardian has notified the College of the student's absence
- Theft. This is defined as being in possession of someone else's property without their permission. Valuables should not be brought to the College. Where this is unavoidable, the objects should be left at Student Services. Student Mobile Phones MUST be left at the relevant campus Student Services. The College accepts no responsibility for any damage, loss or theft for phones that are not handed to Student Services
- Internet and Computer abuse. The use of the College Computer Network is subject to compliance with the contract issued to all students from Preparatory to Year 12
- Vandalism including damage to College property and that of others
- Accessing or using mobile phones during school time.

In matters not specifically covered in this Code of Conduct, students should observe and apply the principles upon which the Code of Conduct is based. This Code of Conduct is subject to regular update and change.



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iLR

We are connected and our livelihood is bound up together. One way we choose to belong and live out our core Christian values is through the use of three principles:



These three principles are verbs, doing words, directing our values into action.

iLR are the tools and technology we use together to:

relate, work and learn, resolve conflict, build, plan, heal, problem solve, communicate, dream and grow. These and much, much, more.

These tools neither constrain nor control, rather empower and enliven both student and adult alike. iLR is an invitation for us to grow well together.



IMAGINE: hope filled life
LISTEN: valuing life
RESPECT: loving life

An Early Learning Centre approach to iLR

Our children are in the beginning stages of language development, so **iLR** happens through simple words and positive practice.

Imagine: We be kind to our friends.
Listen: Is your friend feeling sad? How can we help make them feel better?
Respect: We are all special people.



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A Primary approach to iLR

- Imagine: Be creative, think openly, look at it differently, what if . . .
Listen: Stop, look, listen, be still, listen and think; seek understanding.
Respect: Showing care, kindness and love; treating others as you would like them to treat you.

A Secondary approach to iLR

- Imagine: The art of putting aside prejudice, presumption and the preconceived to creatively engage the present in a way that makes for a future of promise.
Listen: The art of attending fully to the present, granting the space for things to be and become.
Respect: The art of honouring the connectedness, dignity, beauty, and giftedness of the world about, affording unconditional positive regard.

Playground Expectations

Preparatory - Year 6

- No students are to play on or around the bridge joining the Primary campus to the oval, or the bridge to the small oval
- No Primary students are to move between the two campuses without approval being obtained from a member of the Primary Leadership Team.

Years 7 - 12

- Upstairs verandahs are out of bounds and there is to be no access to classrooms unless accompanied by a teacher
- Secondary students can only access the Computer Classrooms and Library with teacher supervision
- Change rooms are out of bounds during morning tea and lunch time
- Classrooms are to be locked during break times
- The area South of S block is out of bounds.

Eating Areas - Preparatory - Year 6

Morning Tea

Students should be encouraged to take only a snack out to morning tea and not their whole lunch box so they can eat quickly in the undercover area and move to their areas to play. Preparatory and Year 1 students will eat morning tea on the Preparatory verandah. Year 2 and 3 students will eat morning tea in the undercover area. Years 4 - 6 will eat in the Year 4 - 6 area.

Lunch

For the first ten minutes of the lunch break students are to be supervised by a teacher. The duty teacher must supervise the cleaning up of this area EACH day. Preparatory and Year 1 students will eat their lunch on the Preparatory verandah.



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Bullying

Philosophy

Coomera Anglican College considers bullying to be an unacceptable form of behaviour. The College has a responsibility to endeavour to create a caring community where all students feel safe and valued and where there are no barriers to learning.

It is most important that all members of the College community are aware of this policy.

Aims of Policy

To the best of the College's ability and resources to:

- counter views that bullying is an inevitable part of life
- provide a safe, secure learning environment for students
- create a supportive climate and break down the code of secrecy
- provide suitable counselling for the bully and support for the victim
- provide a physical environment which engenders good behavioural patterns
- move beyond a crisis-management approach to an environment free from abuse.

Students from Preparatory to Year 12 are given a brochure, pertinent to the campus on which they are located, outlining the procedures for dealing with bullying and examples of bullying. It is important that students, parents/guardians and teachers form an alliance in dealing with bullying. It is also important that families are able to discern between malicious intent by students and that of general childhood/adolescent behaviour. For example, one incident of name calling does not necessarily constitute bullying.

What is bullying?

We seek a community in which everybody feels valued and safe, and where individual differences are appreciated, understood and accepted. Every student has the right to enjoy their time at the College.

Bullying is repeated, unjustifiable behaviour that is intended to cause fear, distress or harm to another. It is different from other forms of aggression in three ways:

1. A power imbalance is present. Students who bully use their power negatively for a variety of reasons (eg: to be popular and admired, to get what they want, out of a fear of being left out, jealousy)
2. The aggressive act is unprovoked by the victim or perceived as unjustified by others
3. The act is repeated between the same individuals.

WE DO NOT TOLERATE BULLYING

iLR calls us to:

- | | |
|-----------------------|--|
| <i>imagine</i> | Imagine what it feels like to be bullied or put down |
| <i>Listen</i> | Be aware and empathic when others are feeling hurt |
| <i>Respect</i> | Act in a positive and friendly way towards everyone |



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The College

- Expects a consistently high standard of behaviour and self discipline
- Promotes a safe and caring environment for all
- Employs sound strategies for detecting, preventing and dealing with bullying
- Educates students about issues related to bullying behaviour
- Offers support to all students through our pastoral care programme.

The College is sincere in its efforts to support all students when bullying behaviour occurs. Staff members endeavour to respond to reports in a systematic way. There are three levels of responses based upon the frequency and severity of the reported bullying:

AT COOMERA ANGLICAN COLLEGE EVERYONE HAS RIGHTS AND RESPONSIBILITIES

RIGHTS

- To feel safe
- To learn and grow
- To be respected
- To be valued

RESPONSIBILITIES

- To respect yourself
- To respect others
- To use common sense
- To support others

Bullying and/or harassment is a serious offence and Coomera Anglican College is committed to maintaining a safe and just environment for our community.

Respect for the rights of others is the core of this policy, and everyone has the responsibility to actively protect the rights of individuals in our community.

It is your right and responsibility to report bullying, whether it happens to you or to someone else.

What Will Happen?

Level 1:

The Pikas Method of Shared Concern interview technique, is used to encourage students who are bullied and students who bully, to work together to decide on a mutually agreeable way to deal with the situation. Details of the bullying report and outcome/s are logged in student records by the teacher involved.

Level 2:

An interview with the Head of Year will take place if bullying recurs. Mediation is undertaken with the students involved and appropriate intervention is arranged to facilitate the termination of the bullying. Again, details are recorded for future reference.



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Level 3:

In cases of persistent bullying or one-off very serious incidents, a family conference with the Deputy Principal and/or the Principal is arranged to discuss enrolment.

In any cases of **suspected** bullying, parents/guardians and students need to provide the Class Teacher/Pastoral Care Teacher with specific details.

It is therefore the intention of the whole College community that we do our utmost to minimise bullying. Coomera Anglican College encourages an environment that allows the whole community to feel safe, secure and cared for. Our College Counsellor has put together some information about Bullying for parents and this is available from the College Administration or the College Website. The College Counsellor is also available for parents and students, for consultation regarding suspected bullying issues and the best way to deal with them.

Detentions

Detentions are a consequence of academic work being incomplete or as a consequence of inappropriate or ongoing misbehaviour. Appropriate counselling is part of the process and may involve teacher and/or a member of the College Leadership Team speaking to the student about alternative ways of dealing with situations.

Detentions can range from short periods away from designated breaks for minor misbehaviour to out of hours detention supervised appropriately. Often this type of detention involves a member of the College Leadership Team and parents/guardians will be informed.

Teachers may issue a detention to students for a variety of infractions relating to uniforms, poor organisation and for inappropriate or undisciplined behaviour. In addition, students may also be issued with a detention for failing to meet their academic responsibilities; repeated lateness to College or class; unauthorised absence from sports training, scheduled activities or classes. Generally, parents are notified of the detention in writing or by phone, and they are required to support the College on these occasions by allowing the detention to be served on the date and time that they have been scheduled. Rescheduling is not always possible and tends to undermine the immediacy and effectiveness of these detentions as a consequence for less than satisfactory behaviour. Parents are required to contact the College in writing or by phone if it is necessary for a detention to be rescheduled.

An out of hours detention is considered very serious.

Student Courtesy

One of the most important ways that a Coomera Anglican College student can 'stand out' is through courtesy.

The following requirements have been put into place for students:



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1. On all occasions, in the classroom or outside, a student is to refer to a member of staff by “Sir”, “Maam/Miss” or by their name. This applies to all interactions. “Yes” is not acceptable. The response should be “Yes Sir” or “No, Miss” or “Yes, Mrs Brown”
2. Students should stand back from doors to give way to adults when they are using the same door
3. All classes from Preparatory to Year 10 should line up outside a classroom on all occasions
4. Students are encouraged to ensure that uniform, grooming and behaviour remain consistent with College expectations when in the community. This is especially the case when students are wearing the College uniform.
5. Students are encouraged to acknowledge visitors or guests to our College by greeting them politely. They may say “Good morning Sir, welcome to our College”.

Courtesy should be a mark of a Coomera Anglican College student around the Gold Coast.

College Property

Where College property is damaged or destroyed as a result of irresponsible behaviour by students, an appropriate form of discipline is administered and the student or parent or guardian are required to pay for the cost of repairs or replacements.